

## EEO COUNSELORS CHECKLIST

Complainant's Name: \_\_\_\_\_ EEO Counselor's Name: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_

REQUIRED ACTIONS FOR INFORMAL COMPLAINTS BY EEO COUNSELORS	DATE INITIATED AND/OR COMPLETED YY/MM/DD	COMMENTS
Notification of Complaint		Note: Initial counseling no later than 5 days from notification date.
Initial counseling		Sign forms during initial contact Identify witnesses and documents needed.
Inquiry		Document interview questions and answers and witness statements.
Memo subj: The Pre-complaint Process		Note: Use letter during initial counseling session
Memo subj: Right and Responsibilities for Complainants of Discrimination		Note : Use letter during initial counseling session
Memo subj: Alternative Dispute Resolution Process		Note: Use letter during initial counseling session, and if complainant agrees to use the ADR and management agrees you may need to complete an extension agreement.
Memo subj: Right of Anonymity		Note: Use letter during initial counseling session
Memo subj: Right to Representation		Note: Use letter during initial counseling session
Memo subj: Designation of Attorney		Note: Use letter during initial counseling session
Memo subj: Notice of Final Interview and Right to File a Complaint		Note: Use letter during final interview session
Memo Review, Hearing, Appeal Rights		Note: Use this during final interview
Memo subj: Withdrawal of EEO Complaint		Note: Use this letter, only if needed
Memo subj: Agreement to Extend Counseling for 30 days		Note: Use this letter, only if complainant and management agree that resolution is imminent.
Formal Discrimination Complaint Form NGB Fm 713-5-R		Note: Give to complainant when you do the final interview
EEO Counselor's Report		Note: Complete and give to SEEM NLT 3 days after the final interview date

\*If the letter is not needed indicate so in the comments block

The following is your reference regulation: NGB (AR) 690-600/NGR(AF) 40-1614, Vol II